

# guidance Index

An annotated bibliography of selected guidance materials published monthly during the school year

Vol. XII, No. 1, January, 1949

## KNOW THE WHY BEHIND INSTRUCTIONAL FILMS

**W**HY use audio-visual materials in school work?

Do films offer any special advantage as teaching aids?

Do they make any unique contribution to the process of learning?

These questions should challenge the school librarian or counselor as much as they do the classroom teacher. Teachers frequently turn for help and advice about audio-visual materials to the librarian who, as custodian of the school's films, is considered something of an authority. Counselors, too, are making increased use of films for group work.

To help you become more familiar with ways in which films can serve—to understand the “why” of instructional films—we bring to your attention a recently released sound-motion picture entitled “Instructional Films—The New Way to Greater Education.”\* This production uses sequences from a number of selected motion pictures to illustrate how films save school time and money.

By using such techniques as dramatization and animation, slow motion

and acceleration, films can present complex ideas clearly. They can bring expensive equipment, famous people, and experts from every field of human activity right into the classroom—bridge thousands of miles to take students to distant lands—reveal new aspects of familiar objects. Nothing is too far away, nothing too big nor too small, to come to the school on film.

Expertly produced instructional films, chosen for a particular job, not only present information in an easily understood way, but also actually increase the rate of learning. And, in the opinion of some authorities, the



The carefully selected instructional film helps pupils to understand new or complex ideas.

\*[Coronet Instructional Films, 65 E. South Water St., Chicago 1.] 1948. 2½ reels, 16mm., sd. motion picture, b/w. Running time: 25 min. Purchase price, \$50.

time spent in the process of learning has taken on new importance in today's fast-moving world. But to do these jobs, audio-visual aids must be carefully selected, integrated with the entire curriculum, and made accessible to the teacher at the proper time. This means that in each school or school system someone who possesses extensive knowledge about available films, their sources and best uses, should take charge of the complete educational film program.

Every librarian, counselor, teacher, and film-program administrator—all who believe in audio-visual education and wish to know more about its possibilities—will find time spent in viewing and discussing "Instructional Films—The New Way to Greater Education" a worth-while investment. In order to further the interests of audio-visual education, the film's producers will loan prints of the film to schools and other groups without charge, except for transportation cost. You can make arrangements to see "Instructional

Films—The New Way to Greater Education" through the *Guidance Index*. Write us for information.

## THEME of the MONTH

Because so many of us fail to capitalize on our interests to the extent that we might, SRA has chosen for the January Life Adjustment theme, "Discovering Your Real Interests." In the "Booklet," addressed to teen-agers, Dr. G. Frederic Kuder, author of the well-known *Preference Record*, and Blanche B. Paulson, of the Bureau of Guidance and Counseling of the Chicago Public Schools, define "interest" and discuss how we can discover and use our interests to live a happier and more satisfactory life. (See Review Item No 52.) *Guidance Index* subscribers will find the following currently listed publications helpful in encouraging classroom discussion of interests: Items 61, 75.

### DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, attempts to list the best current material which is pertinent to guidance in its broader concepts. The items are divided into two groups, vocational and non-vocational, and are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (\*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (§) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many good free and inexpensive publications as possible. In this issue of the *Index* you will find:

84 items  
covering 51 subjects  
of which 56 are free or inexpensive

VOLUME XII

JANUARY, 1949

NUMBER 1

*Guidance Index* is published monthly September through May by

**Science Research Associates at 228 S. Wabash Avenue, Chicago 4, Illinois.**

Managing Editor: Phyllis Bauer. Subscription rate \$4 a year in the United States and its possessions, and Canada. Foreign, \$5. Entered as second-class matter October 21, 1946, at the Post Office at Chicago, Illinois, under the Act of March 3, 1879. Copyright 1949. By Science Research Associates, Inc.

# Vocational Material

Items which appear under this heading give information about vocations and occupational fields. Earnings, duties, education and training, trends, qualifications, etc., are some of the topics discussed in this material.

## Agriculture

1. \*CAREERS AND AGRICULTURE. [Chronicle Press, Moravia, N. Y.] 1948. 1p. 10c. Reprinted from *Guidance Chronicle*, Sept., 1948.

This sheet lists ten possible jobs for the student interested in agriculture, and describes each very briefly. The list includes both occupations which do require college training and others which do not.

## Air Transportation

2. AIR LINE STEWARDESS. H. Alan Robinson. Occupational Abstract No. 115. [Occupational Index Inc., New York Univ., New York 3.] 1948. 6pp. 50c.

This leaflet presents findings from a survey of 15 commercial air lines combined with a summary of current literature. It offers basic information on what the stewardess does, what qualifications, preparation, and training she needs, what she earns, and what opportunities her field offers. The discussion includes both the advantages and the disadvantages of a career as an air line stewardess.

3. \*VOCATIONAL PROBLEMS AND AVIATION. Unit IV, "Our Air Age," A General High School Course on Aviation. [Bur. of Textbooks and Publications, California State Dept. of Education, Sacramento 14, Calif.] 1948. 28pp. 25c.

Designed to help the student who may wish to consider an aviation career, this unit discusses the employment opportunities offered by the industry, the advantages

and disadvantages to aviation jobs, and the classifications of occupations in this field. Specific job information is given for the aircraft and engine mechanic, and the unit outlines activities to guide the student in his study of other jobs that interest him.

## Animal Husbandry

4. SUCCESSFUL GOOSE RAISING. Lewis Glaser. [Yankee Goose Farm, Box 123, New Haven, Conn.] 1948. 96pp. \$1.00.

This booklet tells the full story of raising geese — how to select a breed, how to provide for food and shelter requirements, how to start a flock, and how to maintain the flock in a healthy condition. Anyone interested in livestock or agriculture will do well to look into the business possibilities offered by geese.

## Armed Forces

5. \*THE NAVY RECRUIT. [School and College Relations Officer, Bur. of Naval Personnel, Washington 25, D.C.] 1948. 12pp. Free.

What happens to the young man who takes the important step of enlisting in the Navy? How is he trained? What does the future hold for him? This pamphlet answers these and other questions that stand uppermost in the minds of young men who are considering the Navy as a career.

## Art

6. \*DESIGNS FOR A JOB. Eileen Murphy. [Seventeen Magazine, 11 W. 42d St., New York 18.] 1948. Apply. Reprinted from *Seventeen*, Feb., 1948.

### — Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Clothes designing forms the subject of this article, which goes into such matters as the qualifications for designing and what work this field actually includes. Opportunities in the retail, wholesale, and entertainment markets, as well as the best methods of getting started, are discussed.

### Building Trades and Construction

7. \*JOB DESCRIPTION FOR POWER-SHOVEL OPERATOR. U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D.C.] 1948. 6pp. 5c.

This Occupational Guide describes in detail the power-shovel operator's work, his training, and educational and personal requirements. It outlines the type of physical activities the work entails as well as the working conditions and hazards. There is also a list of related occupations and space for the insertion of local information. Earnings are not given.

8. \*ROOFER — SLATE. Arthur Daddazio. [Chronicle Press, Moravia, N. Y.] 1948. 2pp. 10c.

This sheet describes the job of the slate roofer, a semi-skilled workman. It also mentions the training and qualifications necessary, approximate earnings, and employment opportunities.

### Business and Management

9. \*OPERATING AS A MANUFACTURERS' AGENT. Prepared by John R. Bromell. [Inquiry Reference Service, U. S. Dept. of Commerce, Washington 25, D.C.] 1948. 7pp. Free.

Just what a manufacturers' agent is and what he does form the subject of this leaflet. It covers the opportunities in the field as well as the necessary personal qualifications and experience. The article also deals with those considerations attendant to getting started in business — such as capital needed, choosing a location, contacting product sources, advertising, and so on.

10. \*SOME FACTS ABOUT THE LETTER SHOP BUSINESS. Rees D. Stith. Small Business Aids, No. 423. [Off. of Small Business, U. S. Dept. of Commerce, Washington 25, D. C.] 1948. 2pp. Free.

Explaining the type of work done by a letter shop, this article discusses the capital

and equipment needed to start such a business. It also lists the personal qualifications and duties of the operator, and suggests how he can choose a location and plan his enterprise.

### Clerical Work

11. \*SECRETARIAL WORK. Maureen Daly. High School Career Series No. 4. [Reference Library, *Ladies' Home Journal*, Philadelphia 5, Pa.] 1948. 5pp. 10c. Quantity prices.

What does the secretary do? In what types of organization does she work? What qualifications and training does she need? What salary does she earn? These are some of the questions that this leaflet answers.

### Dramatic Entertainment

12. \*DRAMATIC ART. Walter J. Greenleaf. [Chronicle Press, Moravia, N. Y.] 1948. 2pp. 10c. Reprinted from *Guidance Chronicle*, Feb., 1948.

This "Occupational Brief" notes the duties, qualifications, and preparation of the actor or actress. A valuable section is the list of schools that offer training in the dramatic arts.

### Education

13. \*LOOK INTO TEACHING. [Dean, College of Education, Ohio State Univ., Columbus 10, Ohio.] 1948. 20pp. Free.

This attractive booklet discusses the opportunities in teaching and some of the advantages of this profession. It also gives salary and training information.

### Government and Public Service

14. \*BIG CITY FIREMAN. Richard Thruelsen. *Saturday Evening Post*. [The Saturday Evening Post, Independence Sq., Philadelphia 5, Pa.] 221:28. Aug. 21, 1948. Issue, 15c.

In interesting, narrative style this article deals with the work of a fireman in New York — what duties his job includes and how he lives. The author relates the advancement of a real-life fireman and thus creates a vivid picture of this occupation.

15. \*CURRENT FEDERAL EXAMINATION ANNOUNCEMENTS. [U. S. Civil Service Commission, Washington 25,



D. C.] Oct., 1948. 1p. (poster size). Free.

This sheet lists over 40 government jobs for which those interested in civil service positions may apply. Basic salaries and requirements are given.

### Health

16. \*OSTEOPATHIC PHYSICIAN. Lawrence W. Mills. [Vocational Guidance Centre, 371 Bloor Street W., Toronto 5, Canada.] 1948. 4pp. 7c. This monograph describes the work, qualifications, and training of the osteopathic physician. It includes information about earnings, opportunities for advancement, and getting started in the profession. Both the advantages and the disadvantages of an osteopathic career are covered.

### Home Economics

17. \*HOME ECONOMICS. Maureen Daly. High School Career Series No. 2. [Reference Library, *Ladies' Home Journal*, Philadelphia 5, Pa.] 1948. 5pp. 10c. Quantity prices.

For the girl interested in the field of home economics, this leaflet describes a number of the possible specialties — merchandising, research, nutrition, teaching, journalism, radio, and others. The personal qualifications, preparatory training, and earnings of home economists also come in for discussion.

### Hotels and Restaurants

18. \*JOBS IN RESORTS AND RESORT HOTELS. Fact Sheet No. 2. [Charm, 122 E. 42d St., New York 17.] 1948. 5pp. 10c.

This leaflet explains the departments — front of the house, back of the house, and executive — necessary to the management of a resort hotel, and describes the types of jobs found in each. It outlines the duties of resort workers from parcel-room attendant to manager. Also included is information on training opportunities and additional information sources.

### Insurance

19. \*1948 LIFE INSURANCE FACT BOOK. [Institute of Life Insurance, 60 E. 42d St., New York 17.] 1948. 96pp. 25c.

This is the third annual edition of a very informative book. Designed for the convenient reference of students, writers, and others, it presents fundamental background

material about life insurance. Most of the information is of general interest, but some occupational data — statistics on kinds and numbers of life insurance personnel — are presented.

### Iron, Steel, and Machinery

20. \*BASIC STEEL INDUSTRY. *The Labor Market*. [Govt. Print. Off., Washington 25, D. C.] Sept., 1948. Pages 16-18. Issue, 15c.

This article discusses present conditions in the basic steel industry, including employment and wage information.

### Law

21. \*LAW SCHOOLS AND BAR ADMISSION REQUIREMENTS IN THE UNITED STATES. [Amer. Bar Assn., 1140 N. Dearborn St., Chicago 10.] 1948. 27pp. Free.

This pamphlet lists the law schools in this country, designating those approved by the American Bar Association and those not approved. The table showing minimum requirements for admission to legal practice gives detailed information for each state.

### Library Work

22. \*TAKE A NEW LOOK AT LIBRARIES. Eileen Murphy. [Seventeen Magazine, 11 W. 42d St., New York 18.] 1948. Apply. Reprinted from *Seventeen*, March, 1948.

To the student interested in librarianship, but looking for a new-type job, this article introduces special librarianship. The special librarian may work for a business firm, a school, a government agency, a research corporation, or any other type of organization. In this article, the author describes the jobs of some individual special librarians, gives information about the field in general, and includes a list of library schools.

23. \*10,000 CAREERS WITH A CHALLENGE. [Amer. Library Assn., 50 E. Huron St., Chicago 11.] 1948. 4pp. Apply. Quantity prices.

This leaflet surveys the career possibilities in librarianship and discusses the necessary qualifications and training. It also suggests the current salary level.

### Manufacturing, Miscellaneous

24. \*COSMETICS. Fact Sheet No. 15. [Charm, 122 E. 42d St., New York 17.] 1948. 11pp. 10c.

The cosmetics industry includes many different types of jobs — manufacturing, clerical, advertising and promotion, and sales. This fact sheet deals with jobs on various levels in each branch, giving qualifications and training necessary for success, nature of the work, working conditions, and earnings.

### Occupations, General

25. **AMERICA'S MAJOR JOB FIELDS.** With Instructor's Manual prep. by S. A. Hamrin. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 2 vols., each 532 pp. Each vol., \$12.50.

These two volumes bring together the facts about 250 of the nation's most important job fields. Many of these fields are here discussed in detail for the first time in available occupational literature. A separate four-page Brief on each subject covers the following information: description of the job, qualifications and training, methods of getting started, salary statistics, future trends, and selected references for further reading.

26. **\*ANNUAL CAREER ISSUE: *The International Altrusan*.** [International Altrusan, 332 S. Michigan Ave., Chicago 4.] Dec., 1948. 22pp. Issue, 20c.

This issue presents the career stories of eleven successful women. Among them are a magazine publisher, secretarial school director, occupational therapist, librarian, textile mill executive, world trade specialist, automobile dealer, artist, road contractor, postmaster, and dance studio director. Information about chemical and geographical careers and hints on how to choose a vocation complete this special issue.

27. **MAKING A CHOICE.** Book 3 of the "Living and Planning Your Life" series. N. William Newsom and others. [Monarch Book Co., Gunnison, Colo.] 1948. 248pp. \$2.00. School discount.

This book suggests group guidance activities in the field of choosing a vocation. Almost half the chapters deal specifically with vocational opportunities in such broad areas as health, science, agriculture, home economics, and public service. Other chapters discuss the factors that influence career

choice, advisability of college training, and similar questions. The book is designed for the grade-9 level.

### Printing and Publishing

28. **\*DO YOU WANT A JOB IN PUBLISHING?** [Glamour, 420 Lexington Ave., New York 17.] 1948. 6pp. 10c.

This article discusses both editorial and non-editorial jobs in magazine, book, and newspaper publishing. It lists the various types of jobs, explains the duties of each worker, and describes how their work fits together. A glossary and a list of books on publishing complete the information.

29. **\*MEETING TODAY'S NEEDS IN PRINTING EDUCATION.** 22d Annual Conference Proceedings, Chicago, 1947. [Natl. Graphic Arts Education Assn., 719 Fifteenth St., N.W., Washington 5, D. C.] 1948. 100pp. Free. The addresses reproduced in this book cover various branches of the printing industry, as commercial, periodical, and book, and such printing processes as letterpress, rotogravure, and offset lithography. The text describes the jobs in each field as well as the training necessary for such jobs.

### Rail Transportation

30. **\*APPRENTICESHIP REVITALIZED.** Edward E. Goshen. [Bur. of Apprenticeship, U. S. Dept. of Labor, Washington 25, D. C.] 1948. 8pp. Free. Reprinted from *Railway Age*, Apr. 3 and 10, 1948.

This article describes the industry's apprenticeship program to train railroad-maintenance mechanics. Shopwork and classroom instruction, selection of apprentices, and details of the apprenticeship agreement are explained.

### Retail Trade

31. **\*MODELING.** Maureen Daly. High School Career Series No. 1. [Reference Library, *Ladies' Home Journal*, Philadelphia 5, Pa.] 1948. 5pp. 10c. Quantity prices.

This leaflet describes the various kinds of modeling, the qualifications and training needed, and the average earnings. It presents basic information in an informal style sure to appeal to teen-agers.

32. \*SOME OBSERVATIONS ON ESTABLISHING AN ANTIQUE SHOP. Sarah C. Saunders. *Small Business Aids*, No. 431. [Off. of Small Business, U. S. Dept. of Commerce, Washington 25, D. C.] 1948. 2pp. Free.

This article points out some of the desirable qualifications of the antique dealer and suggests ways of setting up a shop. A list of sources for further information comes at the end.

### Science

33. \*JOB DESCRIPTION FOR SPECTROSCOPIST. U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 6pp. 5c.

The spectroscopist is a technical worker whose job is concerned with metallurgical and other industrial processes. In this Occupational Guide, the full details of the spectroscopist's duties are outlined along with necessary training and qualifications for the job. Related occupations, physical activities, and working conditions are listed. While the Guide does not give wage data, it does provide space for local information.

34. \*THE OUTLOOK FOR WOMEN IN THE BIOLOGICAL SCIENCES. Women's Bur. Bulletin. No. 223-3. [Govt. Print. Off., Washington 25, D. C.] 1948. 87pp. 25c.

This booklet specifically covers the fields of botany, bacteriology, zoology, and general biology. It discusses the various subdivisions of these fields, conditions before and since the war, women's earnings and advancement opportunities, and the future outlook. The appendix presents information about Federal civil service positions in the biological sciences.

35. \*YOUR CAREER IN GEOLOGY. Dr. Warren O. Thompson and Dr. Carroll E. Dobbin. Program No. 5 in "Your Career" broadcast series. [Dept. of Radio Production, Univ. of Colorado, Boulder, Colo.] 1948. 6pp. 10c.

This program by two successful geologists, one a teacher and the other associated with the U. S. Geological Survey, serves as a good introduction to geology as a career

field. What the geologist does, what specialties are open to him, what his life is like, what training he needs, what advancement he can hope for — these are the sort of questions briefly surveyed in the script.

### Writing

36. ADVENTURES IN FREE LANCE NEWSPAPER FEATURE WRITING. Alfred H. Holden. [Alfred H. Holden, Germantown, Tenn.] 1948. 16pp. \$1.00.

The author, who has had some success in putting his hobbies of writing and photography to work, recounts his experiences to show how others may do the same thing. He describes the progress of a feature story from the origin of the initial idea to assembling the facts, writing the article, and submitting the finished manuscript to an editor. This pamphlet is not a manual on writing technique, but it may be a real help to those who feel they would like to write but do not know how to begin. It introduces the would-be article writer to possible markets for his work — markets that are not so well known as the great national magazines, but that are more likely to buy material from the beginner.

37. \*1948 A.S.J.S.A. DIRECTORY. [Amer. Society of Journalism School Administrators, c/o F. L. McDonald, Secretary-Treasurer, Dept. of Journalism, Texas State College for Women, Denton, Tex.] 1948. 8pp. Apply.

This directory lists and describes the courses offered by departments and schools of journalism whose chief executives hold membership in the Society. It will serve as a guide to students, counselors, and others who wish to select a school suited to specific needs.

38. ON BEING AN AUTHOR. Vera Brittain. [Macmillan Co., 60 Fifth Ave., New York.] 1948. 218pp. \$3.50.

The author, being an established writer, is well qualified to offer this manual for writers, both beginners and experienced. She presents the facts of how commercial writing is produced and marketed and discusses the various fields open to authors. The chapter on earnings reflects the English market primarily, but additional information applicable to this country is contained in a special introduction to the American edition.

# Non-Vocational Material

*Items listed under this heading provide information on guidance and its related fields. Such topics as problems of education, employment, labor, etc., are covered.*

## Audio-Visual Education

39. **EDUCATORS GUIDE TO FREE FILMS.** 8th annual ed. Comp. and ed. by Mary F. Horkheimer and John W. Diffor. [Educators Progress Service, Randolph, Wis.] 1948. 345pp. \$5.00.

The current edition of this important list of visual education material includes 1,632 films and 242 slidefilms, all of which are sponsored by organizations that offer them for school use at no charge. Each film's annotation describes the type of production (size, number of reels, sound or silent, color, and running time) and presents a synopsis of the content. Title, subject, and source indexes make the book an easy-to-use reference. The work will be an invaluable addition to every school library.

## Child Psychology

40. **\*GAINING AN UNDERSTANDING OF ELEMENTARY SCHOOL CHILDREN.** Edith S. Greer. [Nebraska Dept. of Public Instruction, Lincoln, Nebr.] 1948. 25pp. 30c.

Because of the importance of the teacher's understanding her pupils if she is to be effective in her work, this booklet serves a useful purpose. It outlines just what information and understandings the teacher should secure both before school starts and after the opening day. It also suggests how such information and understandings can be gained and how they should be used.

## Citizenship

41. **\*THE POLITICAL AND CIVIL STATUS OF WOMEN IN THE UNITED STATES OF AMERICA.** Women's Bur., U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 6pp. 5c.

This leaflet summarizes the national laws and the statutes of the several states regarding women's status in connection with such political matters as: nationality, voting, holding public office, and legal domicile; and such civil matters as: marriage and divorce, parent and child relationships, family support, power to make contracts, and ownership, control, and use of property.

## Community Planning

42. **HOW MANY EMPLOYEES ARE REQUIRED FOR EFFICIENT LOCAL AUTHORITY OPERATION?** J. S. Fuerst. NAHO Publication No. N253. [Natl. Assn. of Housing Officials, 1313 E. 60th St., Chicago.] 1948. 22pp. 50c. For their interest and value to local housing authorities, this report presents the findings of a survey made to determine the number of management and maintenance employees necessary for housing authority activities.

43. **\*TEEN-AGE CLUB TO COMMUNITY RECREATION.** New Dominion Series, No. 96. [Extension Div., University of Virginia, Charlottesville, Va.] 1948. 6pp. Apply.

This article recounts how a group of teenagers in a small town, population about 6,000, worked together to provide recreational facilities for the community.

## Counseling

44. **\*GUIDANCE BIBLIOGRAPHY** Comp. by Clifford P. Froehlich and Walter J. Greenleaf. Misc. 2363-8. [Occupational Information and Guidance Service, Off. of Education, Federal Security Agency, Washington, D. C.] Sept., 1948. 6pp. Free.

This annotated bibliography lists professional books, all 1947 and 1948 publications, which will be of interest to counselors. These books have been chosen as sources of ideas for improving guidance services and for evaluating the counselor's work.

## Handicapped

45. **\*THE HANDICAPPED WORKER IN INDUSTRY.** Selected References, No. 23. [Industrial Relations Section, Princeton Univ., Princeton, N. J.] Sept., 1948. 4pp. 10c.

This is an annotated list of references in two sections. The first covers general discussion on the subject; the second, the efficiency of handicapped workers and industrial placement programs for them.



46. \*SELECTIVE PLACEMENT—JOBS FOR THE PHYSICALLY HANDICAPPED. *Employment Service Review*. [Govt. Print. Off., Washington 25, D. C.] Vol. 15, No. 9. Sept., 1948. 32pp. Issue, 15c.

This entire issue deals with the main topic — "Jobs for the Physically Handicapped." Some of the articles discuss various state employment programs while others deal with specific problems, such as "Employment Counseling for the Severely Handicapped."

### Higher Education

47. THE NEW JUNIOR COLLEGE: THE NEXT STEP IN FREE PUBLIC EDUCATION. James A. Starrak and Raymond M. Hughes. [Iowa State College Press, Ames, Iowa.] 1948. 63pp. \$1.25.

This booklet considers the current need for post-high school education other than the standard four-year colleges. After appraising the various types of institutions that now attempt to fill this need, the authors propose a number of desirable principles and standards for the new-type junior college. This is an excellent exposition of one of today's educational problems.

48. \*STATISTICS OF LAND-GRANT COLLEGES AND UNIVERSITIES: YEAR ENDED JUNE 30, 1947. Federal Security Agency, Off. of Education, Bulletin 1948, No. 8. [Govt. Print. Off., Washington 25, D. C.] 1948. 44pp. 15c.

This complete report of 69 land-grant institutions presents statistics on the staffs, student bodies, degrees, and finances of these institutions.

### Human Relations

49. \*THE RESPONSIBILITY IS OURS. Bonaro W. Overstreet. [Anti-Defamation League of B'nai B'rith, 212 Fifth Ave., New York 10.] 1948. 40pp. 20c.

This pamphlet emphasizes the importance of the individual's attitudes and actions in bettering human relations generally. The author points out that each of us has a personal responsibility to do his part toward achieving improved social conditions.

50. \*SCHOOL AND COMMUNITY MEET: THE COMMUNITY APPROACH TO INTERCULTURAL EDUCATION. Samuel Everett. [Hinds, Hayden & Eldredge, Inc., 105 Fifth Ave., New York 3.] 1948. 49pp. 35c.

This booklet presents the problems community attitudes can create in any school which attempts to break down intercultural antagonisms among its students. Eight brief articles describes the attempts made in actual schools to bring the school and community closer together in improving intercultural relationships. A "Check List of Principles" at the end summarizes the principles that should influence the general curriculum and offers methods for dealing with prejudice and emotion and for developing a community-school type of education.

### Industrial Relations

51. \*MEASURING EMPLOYEE ATTITUDES. Selected References, No. 21. [Industrial Relations Section, Princeton Univ., Princeton, N. J.] 1948. 4pp. 10c.

Divided into two sections — "Objectives and Techniques" and "Case Studies and Surveys: Methods and Results" — this annotated list of publications dealing with employee attitudes serves as a basic reference source in this field.

### Interests

52. DISCOVERING YOUR REAL INTERESTS. G. Frederic Kuder and Blanche B. Paulson. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 48pp. 75c.

This booklet, which is directed to high school students, treats the little-discussed topic of interests — their nature and scope. The authors describe ways of discovering what your interests are and suggests what these interests can mean in your school career, your leisure time, your vocation, and your entire future. Counselors and teachers should find this publication, one of the few covering this important subject for teen-agers, of special value.

### Job Hunting

53. CORPORATIONS PLANNING TO RECRUIT COLLEGE SENIORS IN 1948-49. *School and College Placement*. [Assn. of School and College Placement, 123 S. Broad St., Philadelphia 9, Pa.] 9:42-54. Oct., 1948. Issue, \$1.00.

Over 500 firms located in all sections of the country are included in this list. These corporations have indicated their interest in employing graduating seniors, and the list includes the names and addresses of the representatives who can supply full information.

### Labor

54. **THE LABOR FORCE IN THE UNITED STATES 1890-1960.** John D. Durand. [Social Science Research Council, 230 Park Ave., New York 17.] 1948. 284pp. \$2.50.

In this book the author analyzes a great deal of new information on labor-force measurement in the United States and links it with previously known data in order to depict current trends in this area. He deals with such topics as the demographic and economical factors that influence the labor force, changing customs relating to employment of women, and the effect of the war. Projecting the known trends into the future, the author considers their implications and significance.

### Mental Hygiene

55. **LIFE IS FOR LIVING.** D. Ewen Cameron. [Macmillan Co., 60 Fifth Ave., New York 11.] 1948. 241pp. \$2.75.

The author seeks to expose outmoded systems of beliefs which hamper intelligent action for happier living. Those in any counseling capacity may gain added insight on problems which they are called upon to help solve.

56. **\*THE NATIONAL MENTAL HEALTH PROGRAM.** Mental Health Series No. 4, Public Health Service, Federal Security Agency. [Govt. Print. Off., Washington 25, D. C.] 1948. 7pp. 10c.

This pamphlet explains the background and first year's accomplishments of the National Mental Health Act. It discusses the nation's resources for attacking mental illness, Federal-State cooperation in this field, and what a state mental health program should include.

57. **YOU AND PSYCHIATRY.** Wm. C. Menninger, M.D., and Munro Leaf. [Chas. Scribner's Sons, 597 Fifth Ave., New York 17.] 1948. 175pp. \$2.50.

This book accomplishes the difficult feat of

presenting authentic psychiatric theories of behavior in a lucid style, one which becomes actually breezy at times. The two authors, one of our foremost psychiatrists and a well-known popular author and editor, describe the growth of personality from birth to psychological maturity. They discuss personality structure — the relationship of Id, Ego, and Super-Ego — and they explain rationalization, compensation, and other mental mechanisms. The book will serve the layman as an introduction to the important subject of psychiatry.

### Military Training

58. **\*WHAT THE NEW 1948 DRAFT LAW MEANS TO YOU AND YOUR FAMILY.** [Natl. Foremen's Institute, Inc., Deep River, Conn.] 1948. 21pp. 15c.

In question and answer form, this pamphlet presents the facts about the present draft law. It answers such questions as: How will the draft work? Who will be drafted? Who will be deferred? What will the draftee's life be like?

### Minority Groups

59. **\*THE COLOR LINE IN MEDICINE.** Henry F. and Katharine Pringle. [The "Committee of 100," 20 W. 40th St., New York 18.] 1948. 12pp. 5c. Reprinted from the *Saturday Evening Post*, Jan. 24, 1948.

This article discusses the current shortage of Negro doctors and the great need for capable Negro students to prepare for the medical profession. It lays much of the responsibility for the situation on the custom of segregated education and the evil of social prejudice. The authors present figures and charts to substantiate their case.

60. **\*EMPLOYING 'MINORITIES' SUCCESSFULLY.** Rev. ed. [Amer. Friends Service Committee, 20 S. 12th St., Philadelphia, Pa.] 1948. 6pp. Free. In question-and-answer form, this pamphlet presents proved practices for employing persons of various racial, religious, and nationality backgrounds. Such questions as selection, union cooperation, and employee preparation are presented.

### Psychology

61. **PSYCHOLOGY FOR LIVING.** Herbert Sorenson and Marguerite Malm. [McGraw-Hill Book Co., 330 W. 42d St., New York 18.] 1948. 637pp. \$3.00.

The authors here offer a book, written in simple language, that discusses how you can live a more successful life by understanding your environment, learning to get along with others, and developing ways of solving your personal problems. They discuss growth and personality, intelligence and mental ability, straight thinking, effective study and learning, courtship and marriage, and finding and holding the right job.

### Research, Educational

62. **IMPROVING EDUCATIONAL RESEARCH.** [Amer. Educational Research Assn., 1201 Sixteenth St., N. W., Washington 6, D. C.] 1948. 224 pp. \$1.50.

This Official Report presents nine aspects of educational research. These are: "Research on Reading," "Getting Research into Practice," "Appraisal Procedures," "The Worth of Educational Research," "Research on Learning," "The Organized Background for Research," "Research on the Curriculum," "Research on Administrative Problems," and "Research in Teacher Education and Appraisal."

### Social and Personal Adjustment

63. \***THE COLLEGE BUDGET CALENDAR.** [Household Finance Corp., 919 N. Michigan Ave., Chicago 11.] 1948. 11pp. Free. Quantity prices.

This booklet explains for the college student the purpose and technique of budgeting one's funds. It gives step-by-step instructions for setting up a budget and recording expenses.

64. †**THE FEELING OF REJECTION.** Natl. Film Bd. of Canada. [International Film Bur., 6 N. Michigan Ave., Chicago 2.] 1947. 16mm., sd. motion picture, b/w. 23 min. Purchase price, \$50. Rental, \$3.50 daily.

Based on an actual case study, this film tells the story of 23-year-old Margaret, a quiet, competent girl who suffers from frequent headaches and constant fatigue. Both at home and at work, Margaret finds it impossible to stand up for herself in any situation. A psychiatrist helps the girl trace the source of her difficulty to the repeated rebuffs of her childhood, which, combined with her parents' exaggeration of the danger in everyday activities, caused her to become excessively dependent upon parental approval. Having no self-confidence, she came to accept doing what others requested as the only way to win approval. This motion picture presents good material

for discussion in psychology and teacher-training classes.

65. **LIVING WITH OTHERS.** Book 4 of the "Living and Planning Your Life" series. N. William Newsom and others. [Monarch Book Co., Gunnison, Colo.] 1948. 225pp. \$2.00. School discount.

The group guidance activities presented in this book are planned for use in grade 10. The various chapters cover the individual's relationship with school authorities and classmates, his family, and his friends. Proper conduct at social gatherings and in public places also comes in for discussion. The student using this text and entering into the activities will gain a clearer understanding of his place in the school and the community.

### Social Problems

66. **THE MEASUREMENT OF SOCIAL STATUS.** W. Lloyd Warner, Marchia Meeker, and Kenneth W. Eells. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 256pp. \$4.75.

This book deals with the American social-status system — why it is important, how it operates, and how individuals fit into it. The book provides the reader with a practical method of identifying the various class levels and of ascertaining the class level of any individual.

### Study

67. **HOW TO STUDY.** Hastings Eells. 4th ed. [The Antioch Press, Yellow Springs, Ohio.] 1948. 62pp. 50c. Quantity prices.

This handbook will help all students, good and bad, to organize their work more efficiently. Making a study schedule, keeping a notebook, taking book and lecture notes, and preparing for examinations typify the topics treated.

### Tests and Scales

68. \***MEASURING HOME MANAGEMENT.** Irma H. Gross. Circular Bulletin 211. [Agricultural Experiment Station, Michigan State College, East Lansing, Mich.] 1948. 40pp. 5c. Single copies free to libraries and individuals within Michigan.

This bulletin reports on a study designed to work out a method for scoring home managers. It discusses the factors that affect success in home management and de-

scribes two typical individuals. Counselors and home economics teachers will find "The Home Management Yardstick," developed by this study and included in the booklet, useful in their work with students. Many may wish to score themselves on this scale.

69. 1948 ACHIEVEMENT TESTING PROGRAM IN INDEPENDENT SCHOOLS AND SUPPLEMENTARY STUDIES. Educational Records Bulletin No. 50. [Educational Records Bur., 437 W. 59th St., New York 19.] 1948. 86pp. \$2.00.

This is the report of the 1948 spring testing program for the Educational Records Bureau. It contains summaries of the program results in the independent schools in table and chart forms. Reports of brief studies on new and revised tests in three areas — elementary school achievement, foreign languages, and natural sciences — are also presented. This is the first of the Bureau's postwar series of testing programs to be marked by the inclusion of such new material. Of interest to counselors and teachers should be the findings on current medians in attainment of the independent school groups and their probable meaning.

70. PRINCIPLES OF PERSONNEL TESTING. C. H. Lawshe Jr. [McGraw-Hill Book Co., Inc., 330 W. 42d St., New York 18.] 1948. 227pp. \$3.50.

What is a good employee? How can you select new employees with some degree of assurance? This book deals with these and many other questions which often plague personnel managers and supervisors. Lawshe evaluates testing in general, and certain tests in particular, in the light of business and industrial requirements. Tests discussed include mental ability, personality, interest, visual skill, mechanical, clerical, sales, and supervisory.

### Vocational Education

71. PRINCIPLES AND PRACTICES OF VOCATIONAL EDUCATION. Arthur B. Mays. [McGraw-Hill Book Co., Inc., 330 W. 42d St., New York 18.] 1948. 303pp. \$3.50.

This textbook discusses the basic principles of vocational education for both the student and the general reader. It deals with the special meaning, purposes, procedures, and problems of vocational education, rather than the working details of organization, curriculum construction, and method. The

author considers the history and background of vocational education in our schools and also the relationship of vocational education to cultural education and to vocational guidance. Individual chapters cover education in specific fields — agriculture, business, homemaking, and industry. Vocational education of college grade is included as well as that of less than college grade.

### Vocational Guidance

72. \*CAN YOU CARRY NEW YORK? [Mademoiselle, 122 E. 42d St., New York 17.] 1948. 10c. Reprinted from *Mademoiselle*, Sept., 1948.

With New York ranking as terminal for so many young girls' dreams, this article serves a useful purpose in painting a factual picture. How much money does one need to get started in New York? What are the possibilities of getting a job? A place to live? What sort of social life is available? While this article does not mean to discourage anyone from seeking her fortune in New York, it does present facts about the difficulties she must expect to meet.

73. \*EMPLOYMENT PROBLEMS OF OUT-OF-SCHOOL YOUTH. Elizabeth S. Johnson. [Child Labor Branch, Wage and Hour and Public Contracts Divisions, U.S. Dept. of Labor, Washington 25, D. C.] 1948. 4pp. Free.

Those connected with the counseling of young people will find this discussion of the employment problems of out-of-school youth of interest. The gap between the inadequate preparation of young people and the available opportunities for desirable jobs is pointed out. The need of improved educational facilities and teaching to hold the interest of the non-bookish students and the less gifted ones is stressed. Legal protection against bad working conditions and employment at too young an age is called for. The report of a survey of out-of-school youth in Louisville, Ky., in 1947 is included.

74. \*TOWARD OCCUPATIONAL ADJUSTMENT. [Federation Employment Service, 67 W. 47th St., New York 19.] 1948. 10pp. Apply.

The Service's annual report, this booklet gives details about the number of people given vocational guidance or help in their search for employment. Accounts of actual cases reveal the type of service that this agency provides. The Federation Employment Service is affiliated with the Federation of Jewish Philanthropies of New York.



75. VOCATIONAL PLANNING. Frank S. Endicott. [International Textbook Co., Scranton, Pa.] 1948. 147pp. \$1.60.

This book is designed to meet in a practical way the needs of maturing youths and adults as they seek to adjust themselves to the occupational world. Each chapter and the many charts and rating blanks included represent steps in vocational planning. Teachers will find the questions for discussions and the projects at the end of each chapter especially helpful for classroom use.

76. \*YOUR CAREER. [Natl. Urban League, 1133 Broadway, New York 10.] 1948. 6pp. Free.

Suggestions for self-guidance are supplied. How the counselor may aid the student is outlined, and what an employer seeks is listed. Particular attention is given to Negro youth seeking jobs.

77. \*YOUR FUTURE IS WHAT YOU MAKE IT. [Natl. Assn. of Manufacturers, 14 W. 49th St., New York 20.] 1947. 31pp. Apply.

This manual presents practical suggestions written in language and style suitable for high school students. Its subject is planning, preparing for, and pursuing careers. The chapter on "Choosing Your Vocation" suggests the many considerations that must enter into this important decision. Other chapters deal with the educational and extra-curricular background of the future jobholder, the way to get a job, and the attitudes and actions that help the individual progress on the job.

### Wages and Hours

78. THE GUARANTEED ANNUAL WAGE. Alexander Calder and James L. Knipe. Planning Pamphlets, No. 63. [Natl. Planning Assn., 800 21st St., N. W., Washington 6, D. C.] 1948. 38pp. 50c.

The authors explain what is meant by the "guaranteed annual wage" and why it may be desirable. They also discuss some individual plans in operation, reasons for discontinuance, public opinion, and economic consequences of the guaranteed annual wage. This booklet thoroughly canvasses all aspects of its subject.

79. \*SUPPLEMENTARY WAGE PRACTICES IN AMERICAN INDUSTRY 1945-46. Bur. of Labor Statistics, Bulletin No. 939. [Govt. Print. Off., Washington 25, D. C.] 1948. 17pp. 10c.

This pamphlet brings together six articles which originally appeared in the *Monthly Labor Review* in the latter part of 1947 and in March of 1948. These articles discuss wage rate structure in manufacturing and the extent and form of shift differentials, nonproduction bonuses, incentive pay, insurance and pensions, and paid vacations and sick leave in American industry. The facts are presented in considerable detail both in the text and in supplementary tables.

80. SURVEY OF PERSONNEL PRACTICES IN LOS ANGELES COUNTY. Comp. by Richard O. Sensor and Mary F. Martin. Industrial Relations Section, Bulletin No. 14. [Bookstore, California Institute of Technology, Pasadena 4, Calif.] 1948. 45pp. \$2.50.

This survey reports on practices in 524 establishments, including both manufacturing and non-manufacturing industries. The series of 14 tables gives detailed information about basic work schedules, wage schedules, holiday pay, shift differentials, and union representation. The extent of premium pay arrangements, incentive pay plans, and job evaluation plans is also shown. The Introduction clearly explains the survey's purpose and method of operation and suggests how the report should be used.

81. \*WAGE GUARANTEE PLANS. Howard Wilson. [Economic Institute, Box 1160, Chicago 90.] 1948. 15pp. 35c.

Described as "A Study of Employment Regularization," this pamphlet discusses the effect of wage guarantee plans on industrial peace. Three different types of such plans are explained, and an example of each as applied by a particular firm is presented in detail. The concluding section of the pamphlet outlines the six basic ideas for offering some sort of guarantee to workers that active business organizations have successfully put into practice.

### Women — Employment

82. \*THE AMERICAN WOMAN: HER CHANGING ROLE. . . WORKER. . . HOME-MAKER. . . CITIZEN. Report on the 1948 Women's Bureau Conference.

Women's Bur. Bulletin No. 224. [U. S. Dept. of Labor, Washington 25, D. C.] 1948. 210pp. Free.

The first part of this booklet reports the addresses presented during the three-day conference held in February, 1948. These covered such topics as: "Who Works, Where, and Why" and "Family Responsibilities of Earning Women." The second part presents a number of conference keynotes, especially notable excerpts from speeches and floor discussion, grouped around specific ideas: "Women as Workers," "Women in Unions," "Women as Homemakers," "Women as Citizens," and others.

83. WHAT COMES OF TRAINING WOMEN FOR WAR. Dorothy Schaffter. [Amer. Council on Education, 744 Jackson Pl., Washington 6, D.C.] 1948. 223pp. \$3.00.

This source book of facts on the women's branches of the services was compiled for the Commission on Implications of

Armed Services Educational Programs. Besides a statistical analysis of the jobs done and the training given under wartime conditions, this study offers suggestions for the peacetime education of women. Considerable space is devoted to a discussion on the future of nursing education and the implications of wartime training in nursing and related professions.

### Youth-Serving Organizations

84. YOUTH-SERVING ORGANIZATIONS. M. M. Chambers. 3d ed. [Amer. Council on Education, 744 Jackson Pl., Washington 6, D.C.] 1948. 162pp. \$3.00.

Descriptive data on membership, purpose, activities, publications, staff, and finances are presented for some 250 youth-serving organizations. While the importance of local groups and movements is recognized, the focus is necessarily limited to the national level. All those working with young people will find this a valuable reference.

## OCCUPATIONS

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